

ADMINISTRATIVE
INTERNAL USE ONLY

7 OCT 1975

MEMORANDUM FOR: Administrative Officer, DCI

SUBJECT : Establishment of a Table of Organization for the Office of Equal Employment Opportunity

REFERENCE : Memo for D/Pers from AO/DCI, dtd 27 Aug 75; Same Subject

1. In response to referent memorandum, the Position Management and Compensation Division (PMCD) has developed the following table of organization for the proposed Office of Equal Employment Opportunity:

<u>TITLE</u>	<u>GRADE</u>
Director, EEO	GS-16
EEO Officer	GS-15
EEO Officer	GS-14
EEO Officer	GS-13
EEO Officer	GS-12
EEO Assistant	GS-07
Secretary	GS-07

2. In an effort to develop an equitable grade structure, representatives of PMCD have met with the Director, EEO on several occasions to determine the specific duties and responsibilities planned for each position. In addition, extensive comparisons were made with EEO position structures in both the Legislative and Executive Branches of Government, in Federal elements larger and smaller than the Agency, and in both the excepted and non-excepted agencies. These external comparisons included the consideration of a number of factors other than position titles and grades. Among these factors were:

- (a) The extent to which the EEO function was full or part-time;
- (b) If part-time, whether the EEO function was grade-determining;
- (c) The organizational level to which the position reported;
- (d) The size of the immediate EEO staff and the total workforce served;
- (e) The extent of responsibilities for EEO policy development;
- (f) The extent to which EEO program responsibilities were regional in scope;
- (g) The extent of responsibilities ensuring EEO compliance by the parent organization and contractor elements.

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3. With regard to position grades, the EEO structures in other Government agencies consistently showed allocations of GS-15 for EEO Directors, GS-14 for Deputy Directors, and GS-13 for Specialists managing comparable EEO programs. However, the higher grades proposed by PMCD for the Agency EEO structure take into consideration the additional management and planning responsibilities involved in the initial establishment of the Agency program. I would therefore expect that each of the EEO positions will be subsequently reviewed to confirm or adjust grade levels once the program is firmly established.

4. Representatives of PMCD will contact you shortly to further discuss the grade structure for the Office of EEO and to establish the positions on your staffing complement.

F. W. M. JANNEY

F. W. M. Janney
Director of Personnel

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Personnel
5 E 58 Headquarters

EXTENSION

NO.

DATE

7 OCT 1975

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Administrative Officer, DCI
7 C 17 Headquarters

RECEIVED

FORWARDED

[Handwritten initials]

I have already shown this to [redacted]

STAT
STAT

2. [redacted]

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15.

*Is Omega Ware aware of this?
What is his reaction?*

Original of Mr Ware.

D/EE0 file, pls

STAT